



National Training Center (NTC)
Professional Enhancement Program (PEP)

APPENDIX D - EVALUATION OF CREDIT PRIOR EXPERIENCE FORM

Instructions: To obtain credit for prior experience, this form must be filled out completely and all supporting documentation must be attached to this request. An evaluation will not be done on any incomplete requests. Complete one form for each request. Students must coordinate requests through their NTC site training point of contact (POC). This form and any supplied supporting documentation will not be returned regardless of the disposition of this request.

Student Name	User ID
Work Location	Student Telephone
Student E-mail	Training POC
POC Telephone	POC E-mail

Course/Module Being Challenged (*Use one form for each course.*)

Number:

Title:

Information Required for the Evaluation (*Students must include Attachment A and B. For the remaining blocks, provide information on relevant training or certifications. Fill in all blanks, check all boxes, and mark all attachments as specified.*)

Note: If courses being submitted for equivalency were taken within the past seven years, submit the "Evaluation of Credit for Prior Education/Training" form.

Attachment A: Recent Supervisor's evaluation (clearly mark exact sections that demonstrate competency)

Attachment B: Student's resume (clearly mark past five years of experience that demonstrates competency).

List below names, completion dates, and applicable class hours of related courses:

Course Name	Course Completion Date	Applicable Class Hours

☐ Attachment C: Certificates of completion or transcripts for each submitted course (Clearly mark all submitted courses on transcripts.)

☐ Attachment D: Course descriptions and/or syllabi (Clearly mark exact topics/sections that demonstrate competency)

Additional Comments:

Reviewed and Validated By:

Student's supervisor

Date:

Reviewed By:

NTC site training point of contact (POC)

Date:

Send the completed form and accompanying documentation via fax, e-mail, or mail.

Mailing Address:

NTC Registration Dept.

E-mail

registration@ntc.doe.gov

P.O. Box 18041, KAFB

Albuquerque, NM 87185-5400

Fax

(505) 845-4567